

SECRET

24 January 1984

MEMORANDUM FOR: Director, Office of Equal Employment Opportunity

FROM: Executive Assistant to the DDCI

Avon,

1. As I explained over the phone to Wanda, I am afraid that the DCI, DDCI and Executive Director are all going to be unavailable on 2 and 10 February. Mr. McMahon is very embarrassed that the Agency will not have a person of suitable rank to greet and introduce the Congressman. When you are interested in having the DCI/DDCI, etc., participate in a program, it is imperative that you call sufficiently in advance. Four to six weeks ahead of time is not too soon. You should have your people call first to try to have time blocked out on a calendar and then you can follow up with the paperwork later. Perhaps Harry Fitzwater would be your best bet at this time. I have suggested to Wanda that she revise the Director's letter to the Congressman to reflect his disappointment that he will be out of the country on 2 February.

2. I hope you will work with  in arranging the details of these visits. She is always very helpful in seeing that things go smoothly.

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Attachment:

Request for Participation in Black History Month Activities

cc: Executive Director w/o att  
DDA w/o att  
D/Personnel w/o att